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AUTHOR Green, Christine H.
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ABSTRACT

The procedures, process, problems, and policies of the career information cataloging system are described for librarians. Of the many tools for the delivery of career information for which the librarian is responsible, the card catalog is emphasized as having the highest priority in permitting access to information dealing with specific occupations in the career field, and to information ancillary to the career planning process, including material on educational opportunities, employability skills, and the problems of women, the handicapped, and other minorities entering the world of work. Types of files maintained in the card catalog are outlined, and the cataloging procedures are described with special attention given to the use of the Dictionary of Occupational Titles and the cataloging of non-print materials. This manual also provides courses of action for cataloging non-ephemeral information to be included in the collection and information to be included in the vertical file. Appendices provide an introduction to PRECIS (a computer-based system of subject headings), special projects, and a flow chart of the cataloging process. (FM)

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A CATALOGUING MANUAL FOR THE CURRICULAR-CAREER INFORMATION SERVICE

by

Christine H. Green

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December 1978

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OVERVIEW

The librarian for the Curricular-Career Information Service works with a cataloguing system which is a unique combination of established library practices and the innovative use of new and adapted ideas and tools. The cataloguing system of the CCIS center provides an important key to meeting the self-help concept integral to the program's framework.

There are many facets to the cataloguing process which make up the organized whole called a "system." Some are drawn directly from well-documented methodology; some are adaptations; others, created specifically to meet special needs of the students and proctors using the center.

There are a variety of tools for the delivery of career information for which the CCIS librarian is responsible. Of highest priority is the card catalogue. In the CCIS center are located files in card catalogue format which permit access to almost all materials (including all types of media) available in the CCIS library. To understand the structure of these card catalogue files, one must understand the nature of the materials housed in the CCIS library.

First one must consider the intellectual content of these materials and in this consideration, one will discover that two broad areas of knowledge are evident. One deals with information concerning specific occupations and career fields. The other deals with a broad spectrum of information ancillary to the career planning process including information on educational opportunities, employability skills and the problems of women, the handicapped and other minorities entering the world of work. The CCIS system considers each of these areas as complementary though discrete units. They

are housed in different though adjacent locations, classified by different classification schemes (one based on the Dewey Decimal Schedules; the others on an adapation of the Dictionary of Occupational Titles classified index) and organized in different card catalogue files.

The CCIS system also looks at the format in which information is presented as a means of organizing materials. Books are filed by call number on a bookshelf in the center using the two classificatory systems as distinct arangements. Most ephemeral materials received in the center deals with specific occupations. To handle these items a vertical file system has been created which again adapts the Dictionary of Occupational Titles. Through this method, file folders are given a call number reflecting the job title or occupational field covered. Ephemera is then coded by file number and filed in the appropriate folder in the vertial file. Included in this material are pamphlets, brochures, clippings and generally any material which would not meet criteria for full catloguing description. Ephemera which corresponds to career development rather than occupational material is filed in appropriate file folders in the mobile files located in two areas of the center. In both cases, new files are created whenever needed.

Audio-visual materials especially cassette tapes, and audio tapes form an important part of the CCIS collection and again these materials are viewed in terms of those categories discussed above. At the moment audio-visual materials are housed in the carrels where cassette players, videotape machines and slide and strip projectors are available. The possible integration of these materials with print materials is under investigation.

A recent addition to the CCIS collection is the Florida View system, a microform program produced by the Florida State Department of Education which consists of a set of aperture cards with material about specific jobs and the educational requirements necessary to pursue them, an index, guide, and micro fiche reader. Although the VIEW system is not catalogued in the usual descriptive sense, the occupations covered in VIEW are shown in the DOT subject card catalog, using a format simliar to that of the vertical file.

Also anticipated to be reflected in the card catalogue, by occupation, are the members of the Tallahassee community who have been identified in the Community Resource File.

A library of tools for the professional use of the librarian are located at the librarian's work area. Included are the Anglo-American Cataloguing Rules, Revised Chapter Six, Standards for Cataloguing Non-print Materials, the Dictionary of Occupational Titles and xeroxed copies of Dewey schedules 331 and 370.

TYPES OF FILES MAINTAINED IN CARD CATALOGUE

The following sets of files are located in the card catalogue:

(a) AUTHOR/TITLE FILE - In this file which is arranged alphabetically are filed author, title, added entries and series cards for all books and audio-visual materials, regardless of classification, in the center. Not included in this file are vertical files or the Florida VIEW.

(b) INDEX OF JOB TITLES - This file reproduces the Dictionary of Occupational Titles in card format plus "see" and "see also" references which are gleaned from the DOT itself and from the literature received in the library as it reflects new or changing terminology. Job titles are arranged alphabetically, and opposite them on each card is the DOT number for the job title. This index

is the key to subject analysis of the center's collection by occupation.

(c) CLASSIFIED INDEX BY DOT NUMBER - This index is a file which indicates each book containing materal about a specific occupation. The librarian carefully examines each piece of information going into the Center and assigns each job described in it a DOT number as a subject heading. A card is then reproduced for each DOT number and the number typed at the top just as a natural language subject heading would be. The user consults first the index of job titles, finds the occupation he is looking for, notes its DOT number and then goes to the subject catalogue searching by DOT number to retrieve all materials--vertical files, books, media, community resources and VIEW cards with information about that occupation.

(d) ALPHABETICAL SUBJECT INDEX - This index is used for material which falls under the Dewey Decimal classification scheme. A subject index using the Precis Subject Heading System has recently been created to improve subject access to these materials.

(e) COMMUNITY RESOURCE DIRECTORY - This is a file of members of the Tallahassee community willing to talk with students about their professions. These are arranged by DOT number are updated by proctors on an annual basis.

CATALOGUING PROCEDURES

The process of cataloguing a piece of information for the CCIS library is, in many ways, similiar to cataloguing for any library. The selection of main entry and card format for print materials follows the rules set forth in the Anglo-American Cataloguing Rules and Revised Chapter Six. Cataloguing for non-print media follows Standards for Cataloguing Non-print Materials. The use of the

Dictionary of Occupational Titles as a cataloguing tool presents a new experience for most librarians and a thorough introduction to this book should precede any actual cataloguing. An appropriate starting place for a librarian wishing to become acquainted with the DOT would be to read the introduction to the fourth edition. Librarians unfamiliar with the concept of a classified catalogue might wish to review materials at the Materials Center of the School of Library Science to aid in understanding the DOT format. Consultation with the coordinator of CCIS will also provide good information about the DOT. As with any system, however, the librarian will need to use this tool in order to learn its capabilities and limitations. The DOT can be very useful, for example, in the creation of "see and "see also" references by using the alternative and undefined related titles where appropriate. These frequently supplement the titles in the literature and help the librarian create a syndetic structure for the occupational titles index in the card catalogue. Complete familiarity and understanding are needed in order for the librarian to make fullest use of the DOT for the center, for it is the primary tool for classification and subject analysis of occupational information. It is used to assign subject headings in numerical form and for formulation of call numbers for material on occupational fields.

Librarians in the past have experienced certain problems with using the DOT primarily because some occupations found in the literature are not in the listings. At this point, this type of problem is being handled in the following manner. The librarian first compares the description of the job in the literature with

with descriptions in the DOT in the same area. This is facilitated by the very nature of the DOT grouping like occupations together. When the librarian finds a correspondence between the literature and the DOT, a "see" reference is made from the title in the literature to the DOT, thus establishing the DOT as an authority file.

A more serious problem exists when there is no correspondence between the job in the literature and the DOT. Here the librarian must find the closest job description and handle with a "see" reference. In the past this has been a very problematic area especially where occupations of an inter-disciplinary nature have been involved. The fourth edition of the DOT includes a mechanism for handling this problem wherein the librarian may write the State or Federal Employment Service to have a DOT number created. This avenue certainly should be explored especially in relation to time needed to receive a reply. The policy at CCIS has been never to create a DOT number but to assign undefined jobs to the closest similar title. The new mechanism would eliminate guessing on the librarian's part and make CCIS's records more accurate and up-to-date.

Assigning call numbers to materials for the Dewey Decimal books follows standard practice. As policy now stands, assign no more than three digits past the decimal unless material on the same subject has been classified more narrowly, i.e. before the three digit policy became effective. In the case of these materials classify with other information on the same subject. Cutter for main entry. Write the letters DDC above the call number.

For example:

DDC
331.128
H4

Classification of occupational materials uses the DOT to formulate the call number. Assign the material a DOT number as a class number which is narrow enough to permit discrimination and broad enough to represent all information presented. For example, a book dealing with the field of accounting in general would be classified 160 while one dealing specifically with cost accounting would be classified 160.167. Cutter for main entry. Write DOT above the call number. For example:

DOT
160.167
H3

Follow these procedures for non-print media as well. Use the format cards and the media designators indicated in Standards for Cataloguing Non-print Materials. Determine whether the materials is suitable for DOT or DDC and proceed as for books.

Much of the material on specific occupations is of an ephemeral nature. To handle these pamphlets, clippings and other materials which would not benefit from complete cataloguing, a decision was made to establish a vertical file system. The vertical file system creates a file folder for a specific occupation and the folder is catalogued in an abbreviated format. Then each piece of ephemeral material is assigned the number of the folder corresponding to the job title discussed. In this way, a large body of current materials is grouped together. Students may remove the entire folder from the files and browse through the information. To establish the call

number for vertical files, find the DOT number which is assigned to the occupation (see paragraphs 3.1 - 3.3 for the process of using the DOT). Cutter for the first letter of the occupation. Write VF over the number to create call number:

VF
079.124 Manual art therapist
M3

All ephemeral material on this occupation would then be assigned this number and placed together in this folder.

CATALOGUING PROCESS

Upon receipt of a piece of non-ephemeral information to be included in the CCIS collection, the librarian follows this course of action.

a) prepare cataloguing copy on 3 x 5 cards using ISBD format where appropriate and AACR for choice and form of main entry and added entries. Use Standards for Cataloguing Non-Print Materials for media. Check series file if necessary. If series is new, determine whether to trace it and make an appropriate card for series file.

b) assign call number as described in paragraphs 3.4 & 3.5

c) if the information is of a general (DDC) nature, assign precis subject heading (see appendix)

d) if information is of a specific occupational nature, assign as subject headings, DOT numbers for every occupation treated in the information, being sure to include the DOT number used as the classification number.

e) write the call number in pencil in the left hand corner of the title page and type a label for the spine of the book or the outside of the package for non-print materials.

Place the information in the center in the appropriate place.

f) collect a quantity of temporary cards and give to typist to make a master card for each.

g) use a three part self-carbuning form to create temporary card sets for the files. File one in librarian's author/title file, one in shelf list file and one in the center under the appropriate subject heading.

h) when masters are typed determine the number of copies to be made:

2 complete sets for author/title/added entry files

1 card for every subject heading

1 card for every DCT book for the Kellum hall files

1 card for series

1 card for Annual file

master card becomes shelf list card

i) take masters to Stroudsr with 6-up card stock and xerox on the 2600 machine in the library basement. Cut card set.

j) arrange card sets for typing of headings

k) give sets to typist

l) after all headings have been typed on the sets write number of copies held by the center on the master and file the cards in the center and in the librarian's files.

For vertical file material proceed as follows:

a) check occupation described in the information in the index

b) check the vertical file shelf list to see if a file exists for the information.

c) if a file exists, assign the call number to the information, writing it on a white tab and attaching tab to upper left hand corner of information.

d) if no file exists, create one using format in shelf list for shelf list cards and making a card for the classed file in the center.

e) type a file label for hanging file.

f) follow (c) for treating the piece of information

PROBLEMS AND POLICIES AT CCIS

As in any organization system, certain problems have arisen in the CCIS library which have required decisions to be made. The following are the most pertinent of these special situations.

1. Financial aid information -- Classify material about special financial aid opportunities with material about the occupation to which training is relevant, i.e. financial aid for medical school is collected with information about physicians. General financial aid information is classified with Dewey Decimal materials.

2. Women--Classify material about women in specific occupations with material about the occupations. Classify materials about the general concerns of women related to career development in appropriate Dewey Decimal numbers.

3. Materials which contains information about many jobs in a wide variety of fields--these materials, such as the Encyclopedia of Careers, the Dictionary of Occupational Titles, or Jobs '78 have proved somewhat difficult to deal with because often they

contain over a hundred different occupations which, if each occupation became an access point, would greatly increase the size of the files. This in itself is not bad but it might have questionable effects in the cases of these specific materials since they frequently are of a reference-type nature. Yet, no clear decision on these materials has been made. It is the recommendation of the present librarian that these materials not be acessed through the DOT catalogue file unless very unusual occupations are included, in which case classify by DDC and analyze all occupations includes. Otherwise, classify according to the Dewey schedules and assign a PRECIS subject heading (See Appendix)

Careers
-- Descriptions of careers

4. Classification scatter in the DOT -- While the DOT is an extremely effective tool, there are occasional problems where classification numbers are scattered. Usually there is one general number for a field. There may be many occupations within a piece of information about a number of jobs outside that broad catagorization but the general number may be used to classify the piece and then subject analysis by by DOT numbers will bring out the scattered occupations. For example, a book about the legal professions may include information about court reporting. The classification number assigned in this case would be DOT 11 -- Occupations in law and jurisprudence. A subject heading 202.388 would bring out the occupation "court reporter." (n.b. A piece of information solely about court reporters would be "classified 202.388) There are some fields, however, for which there is no general DOT number. This can be very troublesome in terms of

classification. The most difficult problem of this type at this time occurs with information about the field of communication. There is no general number at this time which covers this entire field. The music and recording industry is separated from the television industry. There are many areas such as data processing which are considered communications occupations by one writer and in a completely different career field by another. At the present time these materials are being classified DOT 00 & 01. Clearly this is not appropriate. These materials need to be reclassified, perhaps in the DOT 199 number, or at least in some other number which more closely reflects their contents.

APPENDIX A

INTRODUCTION TO PRECIS

APPENDIX A
INTRODUCTION TO PRECIS SUBJECT HEADINGS

When the CCIS resource center was first established, the Library of Congress Subject Headings were used for the subject analysis of non-occupational career development materials, i.e. those classified by the Dewey Decimal schedules. This system did not prove very effective in delivering information because the specialized needs of the center and of the field could not be brought out through the LC vocabulary. Consequently another subject analysis system was introduced in the Fall of 1978. This system was PRECIS, a computer-based system used in the British National Bibliography. During Fall, 1978, a conversion project was undertaken and completed to create a manual adaptation of PRECIS to the CCIS collection of materials classified by the Dewey system. The result of this project is an alphabetical file of subject headings written according to PRECIS rules. Each subject heading is represented on a catalog card. Below the subject headings are typed all call numbers which represent material in the CCIS center on that topic. Filed behind the subject headings is a shelf list of DDC books so that the user may, upon identifying a call number, discover any other bibliographic data at the catalog. He may, if he chooses, access the material directly from the subject headings with the call number.

The rules of PRECIS are set forth by the system's developer, Derek Austin, in a manual which is available at the Materials Center of the School of Library Science. The librarian should read the first part of the manual to become acquainted with the format and theory of PRECIS. Essentially, the PRECIS system is based on the linguistic analysis of a subject. The indexer creates an arrangement of words which convey a subject. These words are coded and ordered according to their relationship to one another in the specific

context under consideration. Then each term in the arrangement, which is called the index string, becomes the lead term, that is the access point in an alphabetical system.

For example in the subject the employment of women in the Southern United States a string would be written (see the manual for an explanation of the codes)

(0) Southern United States

(1) women

(2) employment

Then a subject entry for each of these terms would be created, in the case of the CCIS center, on a catalog card. The following entries would be produced:

1. Southern United States
   Women. Employment

2. Women. Southern United States
   Employment

3. Employment. Women. Southern United States

Notice that the PRECIS format incorporates the potential for two line entries. As each term in the string becomes the access point, reading the string from top to bottom, the terms above are shunted over on the first line. This allows the entire subject to be understood at every access point. In the CCIS center, a card would be created for each of these subject headings and the call number typed below the heading.

To add material to this index, the librarian should first try to identify a piece of information already in the collection about the topic. If one exists, simply add its call number to all existing cards. Check the worksheet notebook to insure that all subject headings have been identified. Fill out an indexing worksheet for the new piece of information with the new call number and copy the index

string and subject headings from the worksheet for the piece of information which is already in the collection. Prepare a card of descriptive cataloging using the "library element" for the Selectric II typewriter. File the card in the shelf list file behind the subject headings.

Adding a new subject heading may be somewhat difficult for the librarian unfamiliar with PRECIS. The librarian can follow some simple rules for creating a new subject string and its entries.

(1) If the subject can be stated as one concept, code the subject either (1) if it is an entity or (2) if it is an action.

(1) Dual career families

or

(2) Independent living

This would produce the simple subject headings:

Dual career families

and

Independent living

A card would be prepared for the subject for each of these headings and the call numbers typed below the headings. The "library element" would be used. A card of descriptive cataloging would be prepared and filed in the Dewey Decimal file behind the subject headings. See and see also references would then be generated and cards prepared following the format in the index:

a. see references - the unwanted term has an initial capital letter and the remainder of the word or

phrase is in the lower case. The word "see" is on the next line, indented three spaces and is all lower case. The term to which the user is referred is aligned with the unwanted term on the third line and is in all capitals.

b. see also references - both terms will be in all capitals. The words "see also" are indented three spaces and are in lower case.

(2) Another simple addition to the file is a form heading (i.e. bibliographies, directories) added to an existing string. Forms are coded (6) and are the last term of the string. They are always expressed in the plural and they will always be preceded in the entry by a long dash (--) except when they are in the lead.

For example, there is a subject "career planning" which is already in the collection. In the PRECIS system this is analyzed:

(1) careers

(2) planning

Subject headings are produced reading:

Careers
Planning

Planning. Careers

If a bibliography of materials on this subject were received, the form heading bibliographies would be coded (6) and added to the existing string to create a new string reading:

(1) careers

(2) planning

(6) bibliographies

A new set of subject index cards would then be created.

Careers
Planning -- Bibliographies

Planning. Careers
-- Bibliographies

The form heading has not usually been chosen as an access point in the CCIS index. If it became apparent that this would be appropriate, it may be accomplished easily, using the following rule - When the form term is in the lead, the entire index string is printed from top to bottom indented on the second line of the heading.

Bibliographies
Careers. Planning

(3) A slightly more complex topic would be one with a transitive action and object or one with an intransitive action and its agent. If the subject were "cooperative education for minority students" a simple string would be produced:

(1) minority students (object)

(2) cooperative education (transitive action)

This would produce the following subject headings cards:

Minority students
Cooperative education

Cooperative education. Minority students

If either or both of these terms were new to the index, cards for the lead terms would be made and filed at the librarian's catalog in the file of "PRECIS lead terms." The process of adding new subjects to the index previously outlined would be followed.

(4) The final simple situation is the whole part relationship

which is expressed through the code (p). A term coded (p) may follow either an entity (1) or an action (2). This code indicates that the term to which it is attached is a part or property of the term above it.

(2) employment

(p) supply and demand

(1) women

(p) college graduates

These string produce the following entries:

Employment
Supply and demand

Supply and demand. Employment

Women
College graduates

College graduates. Women

Beyond these examples, which represent the most common types of index strings and entries, it may be possible to formulate a string by using example already created during the index project and following them exactly both in coding and output.

If this is not possible, a PRECIS indexer should be consulted to assist in writing the string and its entries.

APPENDIX B:

SPECIAL PROJECTS

UPDATING THE VERTICAL FILE

PURPOSE: The purpose of weeding and updating the vertical file is to check materials in the file for accuracy, especially salary and outlook information. Updating also allows the checking of materials to make sure they are properly labeled and in the right file and to make sure files are as complete as possible.

PROCEDURE: You will be weeding the files in the center and the files which are located in the supply room in the co-op office.

1. Remove a file from the cabinet in the center.
2. Remove the corresponding file from the files in the co-op office.

Check materials in both files for accuracy by applying the following criteria:

1. Remove from files any material dated prior to January 1974.
2. Remove material which gives inaccurate outlook information after you have checked several sources.
3. Remove salary information dated prior to January, 1977 unless the material provides other important information. If this is the case, stamp or write DATED over the salary information and return to the file.
4. Remove an older edition of material if the newer edition is already in the file even if the older edition was published after January, 1974.
5. In general remove from the files any material without a date which is obviously outdated or misleading.
6. Place pulled material in the prominantly displayed bin marked PULLED.

7. For any material which is problematic, attach a slip which briefly indicates the problem and place the material in the bin marked PROBLEMS.

From the materials which are left yours will be creating a file for the center and a back-up file which will be kept in the co-op office.

1. Place one copy of each piece of material in the file for the center.
2. Place all duplicates in the file for the co-op office.
3. Check each piece of information to make sure it has been stamped with the CCIS stamp and that the call number is written on it. Stamp materials that need it and write the call number in black ink in the upper left corner.
4. Return materials to their proper locations.

N.B. If there is not a file in the co-op office corresponding to the file in the center, create a folder for the file. This will occur with files which have been newly created.

INVENTORY

The Shelf List:

A shelf list is a group of cards which are arranged according to classification number. The CCIS Library has a number of shelf lists: DDC shelf list; DOT shelf list; A-V DOT shelf list; A-V DDC shelf list. There are also shelf lists for the modules and vertical file folders. All shelf lists are located in the bottom left-hand drawer of the card file located on the librarian's desk. The drawer is marked, "Shelf lists, series, annuals." Because the shelf list is an arrangement by classification number, it is an exact replica of the books as they appear on the shelf in the library. Therefore, the shelf list is the basic tool used in taking an inventory.

The Shelf List Card:

The shelf list card is the same card which appears in the card catalog with one addition. Penciled in one the lower left-hand corner are the number of copies of the item and their locations. Location is indicated by "B" for Bryan and "U" for Union.

Procedure:

Doing a library inventory is basically a matter of checking the books on the shelves against the cards in the shelf list. If books appear on the shelf which do not appear in the shelf list, a note should be made so that full descriptive cataloging may be done for them.

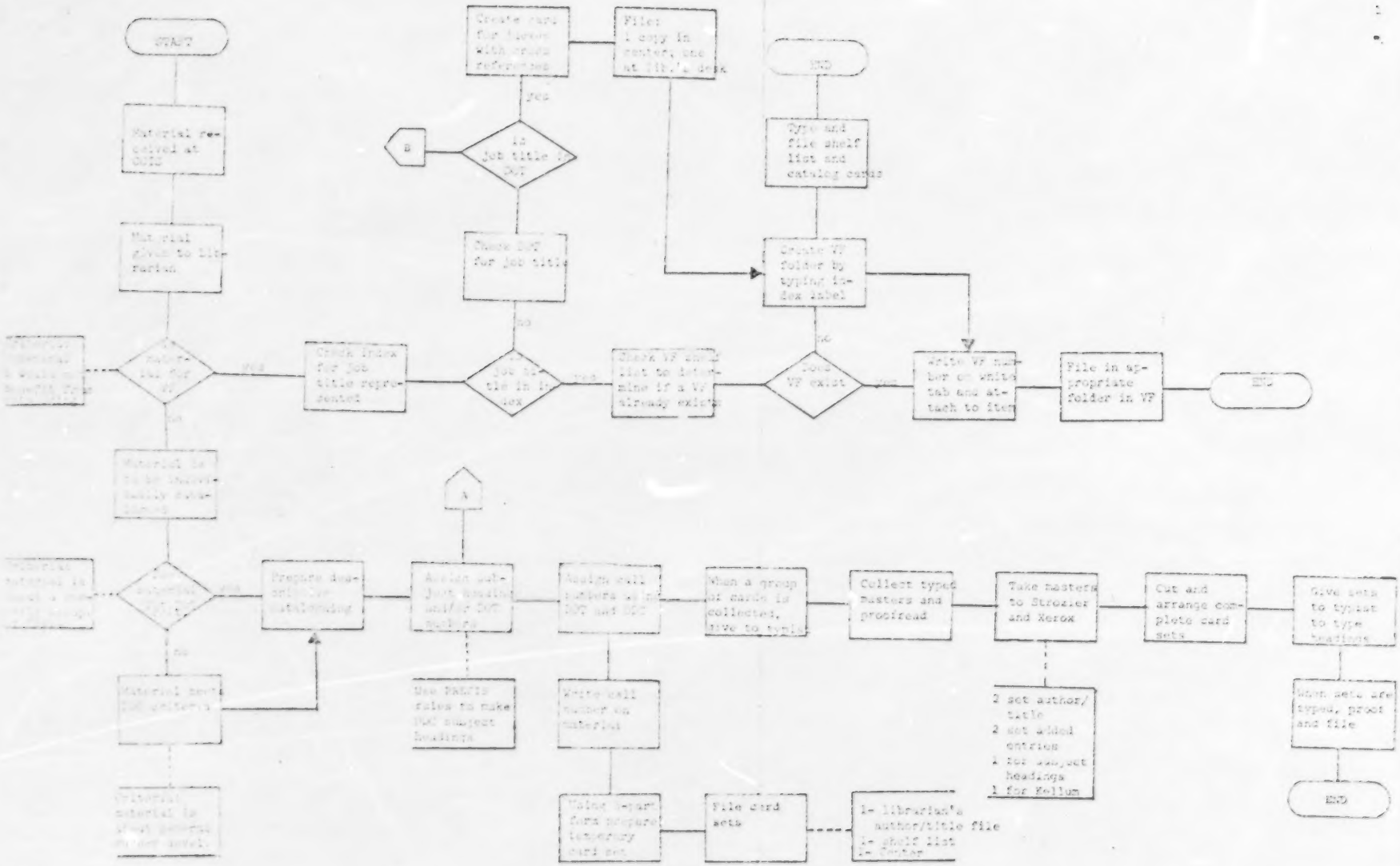
During inventory, keeping track of the number of copies of an item is very important. Since at this time, many books are in the closet, for the inventory to be accurate, these books should be

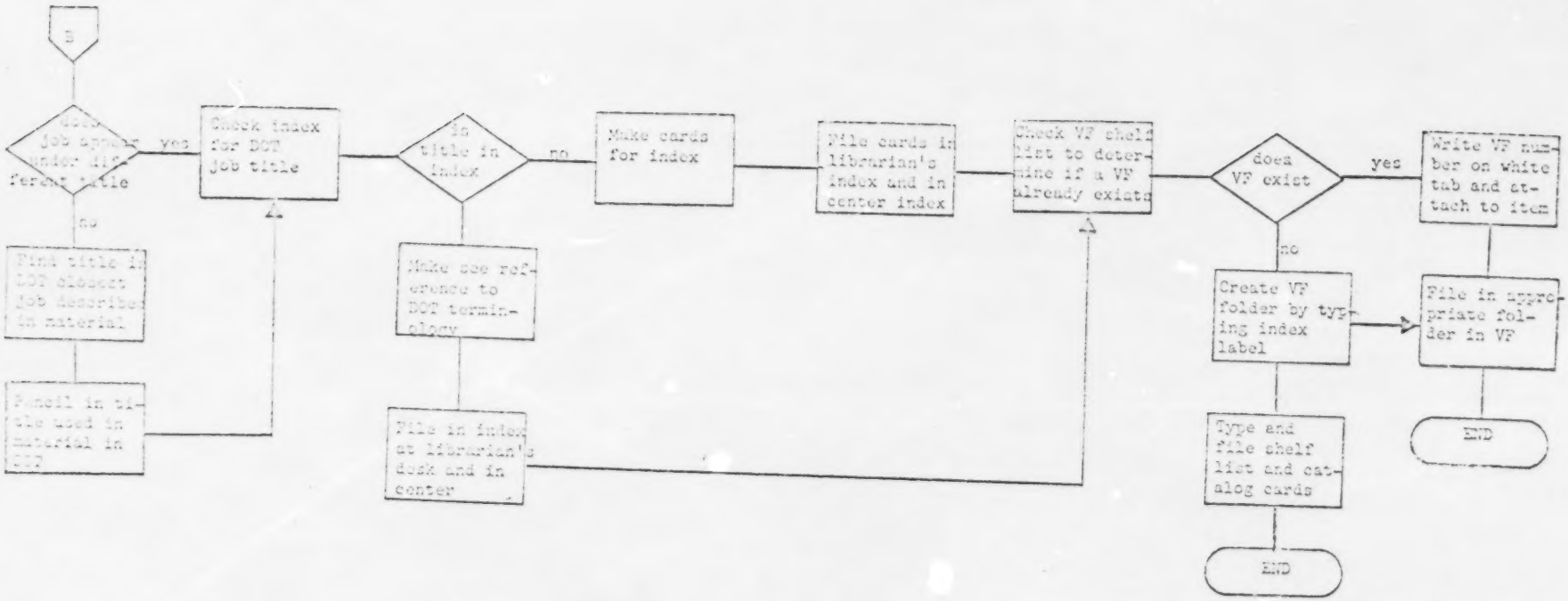
arranged in call number order so that they too may be compared to the shelf list. If the shelf list indicates that two copies of an item were originally held by the library and now there is only one, the shelf list should be corrected to reflect this. The word "missing" plus that date should be written after the appropriate copy number. If the library has two copies of a book, one of which was originally in the Union, the location indicator for that copy should be changed to "B". If all copies of the item are missing, the card should be removed from the shelf list so that the complete set of cards for that book may be withdrawn from all catalogs.

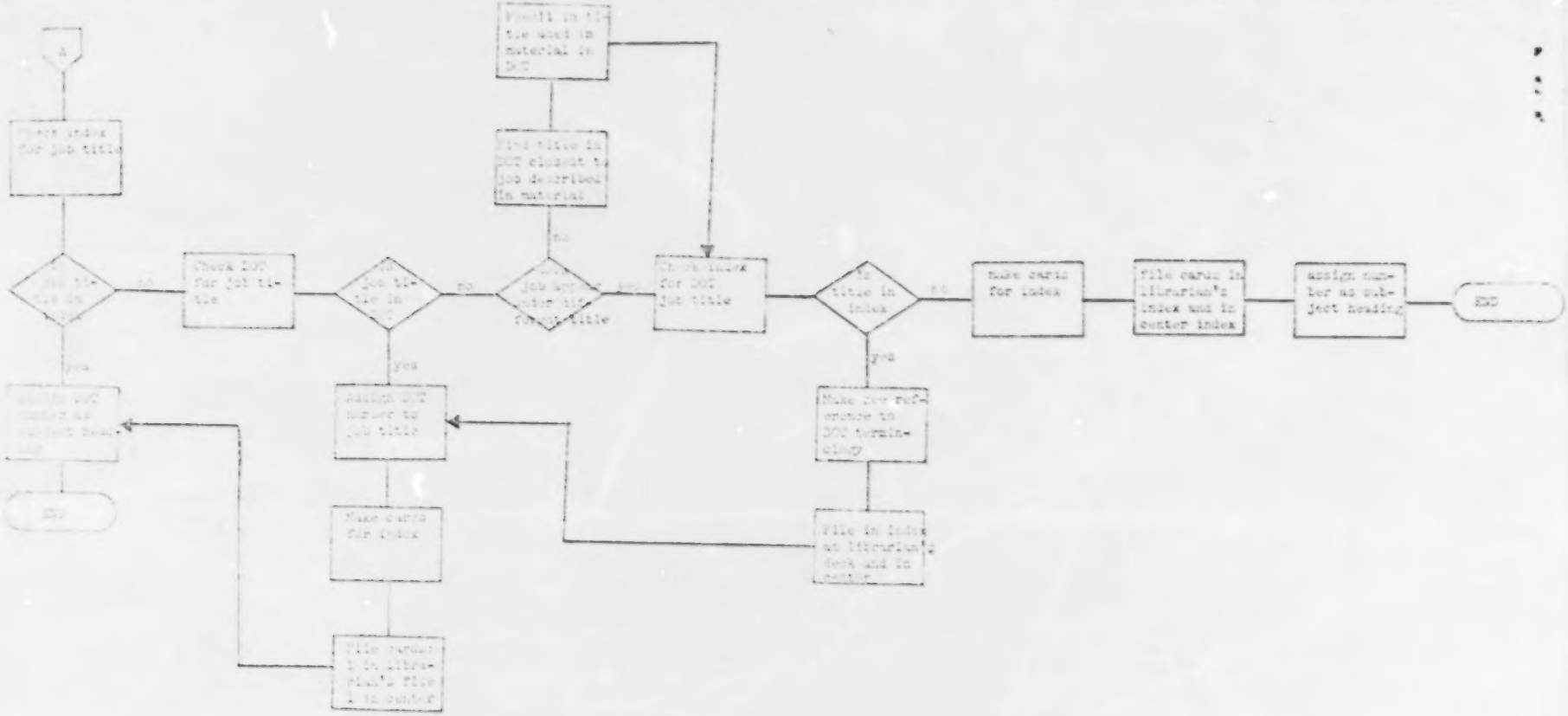
When doing an inventory, it is important to make sure that the book in hand is exactly the same as the book in the shelf list. This is especially true for books which have been issued in different editions but which have retained the same call number as earlier editions have been discarded. If there is an edition statement on the shelf list card, it will appear following the title/author statement in the body of the card. This should be checked with the edition statement appearing in the book, usually on the back (verso) of the title page.

APPENDIX C

Flow chart of the Cataloguing process


START
Material received at OUCC
Mat cat divvy to lib norm
Material is to be individually evaluated
Material needs DOC cat'ing
Material needs DOC cat'ing
Material is great gobs of mono level
Prepare dup cards for cataloging
A
Assign call/book heading and/or DOC Subject
Use PACTS rules to make DOC subject headings
Create card for Serials with cross reference
Is Job title in DOC
B
Check DOC for job title
Create index for job title representation
Is job title in index
Check VF index slot to determine if a VF already exists
Does VF exist
Create VF folder by typing index label
Type and file shelf list and catalog cards
END
Write VF number on white tab and attach to item
File in appropriate folder in VF
END
Weigh call numbers of DOC and OCC
When a group of cards is collected, give to typist
Collect typed masters and proofread
Take masters to Strozier and Xerox
2 set author/title
2 set added entries
1 set sub/cat headings
1 for Vellum
Cut and arrange complete card sets
Give sets to typist to type headings
Work sets are typed, proof and file
END
Write call number on material
Color -star- form prospective catalog card set
File card sets
1- librarian's author/title file
1- shelf list in Center


B
yes
Check index for DOT job title
in title in index
no
Make cards for index
File cards in librarian's index and in center index
Check VF shelf list to determine if a VF already exists
does VF exist
yes
Write VF number on white tab and attach to item
no
Create VF folder by typing index label
File in appropriate folder in VF
Type and file shelf list and catalog cards
END
Make see reference to DOT terminology
File in index at librarian's desk and in center
END


A
Check index for job title
Check DOT for job title
Check index for job title in DOT
Find title in DOT closest to job described in material
Check index for DOT job title
Is title in index
Make cards for index
File cards in librarian's index and in center index
Assign number as subject heading
END
Assign DOT number to job title
Make cards for index
File cards in librarian's file & in center
Make new referrence to DOT terminology
File in index at librarian's desk and in center